

## Helpful Suggestions for Renewing your Pennsylvania AMC License:

We suggest you first renew your AMC National Registry before renewing your AMC License. Please follow these helpful suggestions. *(Those AMC's who are not listed on the AMC National Registry will also have to complete the AMC National Registry renewal process in order to renew their AMC license).*

### Step One:

Go to [www.pals.pa.gov](http://www.pals.pa.gov) and click on "LOGIN TO YOUR ACCOUNT" (blue button on left-hand side of page).

Enter your User ID and Password. *(If you do not remember your password, click on the 'Reset Password' option on the right-side of the login page).*

Once you are on your Dashboard, locate your license number listed under the 'Professional License Details' banner.

### Step Two:

First, renew your AMC National Registry. **Click on the 'pencil' icon** located in front of your license number found under the 'Professional License Details' banner, then **select AMC National Registry**. *(If you are not listed on the National AMC Registry, you will still have to follow these steps in order to renew your AMC license).*

Your AMC National Registry will preload at the top with your license information. Scroll down to locate the questions.

Hint: Enter your 9-digit EIN number

Hint: The registration dates are from 7/01/2023 to 6/30/2024

Once you have answered all the questions, click on the **CONTINUE** button. Your AMC National Registry Renewal will appear for a final review. You will have the chance to edit any answers on this page.

When finished, click on the **ADD TO CART** button (red).

In your 'shopping cart', select what you are paying for (click on the white box in the teal shaded area on the left side, then click on the white box agreeing that all fees are non-refundable).

Click on the **PROCEED TO PAYMENT** button (green).

*(If you are not listed on the AMC National Registry, you will still have to follow these steps in order to renew your AMC license. Once you hit the green button, your AMC National Registry is completed – you can proceed to Step Three).*

You can now check out using your credit card. *(When filling in the numbers of the credit card and the expiration date, DO NOT use spaces, dashes, or slashes. All numbers are together - examples March 2024 would be typed in as 0324).* **Click on PAY WITH CREDIT CARD.**

Confirmation of your payment will be shown on the next page. Click on the 'Return to Dashboard' button at the bottom of the page to complete your AMC Renewal.

### **Step Three:**

Under the Professional License Details banner, locate the orange **RENEW** button next to your License Number. Click on the **RENEW** button.

The PALS system will start to build your renewal application, pre-loading your information.

Scroll down the page until you come to the area that states '**PLEASE ANSWER THE FOLLOWING QUESTIONS**'

In this section you will have to upload a copy of your bond.

Answer the Legal questions.

If you answer YES to any Legal questions, you will be required to upload copies of any court documents pertaining to your YES answer.

(The Delegate Section is if you would like their information shared with another person. If you agree, please complete this section. If you do not want your information shared with another person, you can skip this section).

When all of the questions have been answered, confirm that you have read and agree with the terms (checkbox), typed your name in the Signature area(s), you can **click on CONTINUE.**

### **Step Four:**

Your completed renewal application will show for review. You will have a chance to edit any information on this page if needed. When you are finished reviewing your renewal application, **click on ADD TO CART (red button).**

Your Shopping Cart will be displayed. You must click on the white box within the teal shaded area to 'select' what you are paying for. Also, click on the white box below, stating that you

agree that all the fees are non-refundable. When you have completed this, a green button will appear '**PROCEED TO PAYMENT**'.

**Step Five:**

A pop-up box will appear, letting you know that it could take up to 30 minutes for our system to contact your credit card system for payment. **Click 'OK, Proceed'**.

You can now check out using your credit card. *(When filling in the numbers of the credit card and the expiration date, DO NOT use spaces, dashes, or slashes. All numbers are together - examples March 2024 would be typed in as 0324).* **Click on PAY WITH CREDIT CARD.**

The PALS system will let you know that your payment was received, and your renewal application is under review. Our goal is to review renewal applications within 3-5 business days.

Once approved and renewed, a new license *(showing the 6/30/2025 expiration)* will be printed and mailed to your address. Please allow 7 to 10 business days for your new license to arrive via postal mail.